

WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

May 12, 2011

Regular Meeting

Derek Myers opened the meeting at 7:00 p.m., and led the Pledge of Allegiance.

ROLL CALL:

Jersey – Derek Myers; Harrison – Larry Kretzmann; Etna – Randy Foor; Kirkersville – Sharon Temple; Pataskala – Pat Sagar; Reynoldsburg – Douglas Joseph, absent

RECOGNITION OF GUESTS: None

OPEN DISCUSSION: None

APPROVAL OF MINUTES:

Mr. Kretzmann motioned to approve the April 14, 2011 meeting minutes. Mrs. Sagar seconded. Vote: Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

APPROVAL OF FINANCIAL STATEMENTS:

Mr. Foor motioned to approve the April, 2011 Bank Reconciliation, STAR Ohio Investment, and CDARS Statements. Mr. Kretzmann seconded. Vote: Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Jersey – Mr. Myers, yes. **Motion carried.**

APPROVAL OF VOUCHERS:

Mr. Kretzmann motioned to approve warrants 26164 – 26255. Mr. Foor seconded. Vote: Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

NEW BUSINESS:

A. Approval of Purchases

1. Physio-Control batteries purchase was tabled until the June Board meeting.
2. Chief Fulmer requested an emergency purchase of SCBA cylinders. 1/3 of the cylinders firefighters utilize during rescues have reached their maximum shelf life of 15 years. Three proposals were received, and the winning proposal was for Breathing Air Systems, a local vendor.

Mrs. Sagar motioned to approve the emergency purchase of SCBA cylinders not to exceed \$16,000. Mr. Kretzmann seconded. Vote: Pataskala – Mrs. Sagar, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes. **Motion carried.**

B. Discuss Draft Policies/Procedures

1. Discussed under Human Resources Report later in the meeting.

CHIEF'S REPORT:

Chief Fulmer reported the following:

- A. Mrs. Leanne Lesko successfully completed all required background investigations, and a motion to hire her is now required.

Mr. Foor motioned to approve the hiring of Leanne Lesko as Administrative Assistant per terms of Conditional Offer with a start date of May 16, 2011. Mrs. Sagar seconded. Vote: Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

Mrs. Lesko was sworn in with the Oath of Office by the Fiscal Officer.

- B. May birthdays and anniversaries were recognized.

ASSISTANT CHIEF'S REPORTS:

- A. AC Ken Mathews reported that Medic 402 was back in service.
- B. AC Harold Williams reminded the Board that the EMS Open House will take place at Station 1 on May 21 from 11 a.m. to 4 p.m. The public is invited and encouraged to attend.

AC Williams advised the Board that FF/Medic Andrew Jones recently completed his Fire Science degree through Columbia Southern University.

FISCAL OFFICER'S REPORT:

Ms. Krugh reported that the District received additional tax revenue from the Licking County Auditor due to an audit of the Pataskala Town Center TIF in the amount of \$147,133.91.

Ms. Krugh advised the Board that the 2.5 Mill levy passed successfully on the May 3rd Primary/Special Election with 54.6% of votes for the tax levy (1,521 for/1,263 against).

HUMAN RESOURCES REPORT:

- A. Mrs. Metzger advised that Comp Management has recommended settling a pending 2008 BWC claim. The Board concurred that the District should proceed with Comp Management's recommended course of action.
- B. Mrs. Metzger recently met with the District's BWC representative. He is trying to get our Drug Free Workplace discount reinstated. The BWC has made some exceptions for safety sensitive organizations such as ours, and is allowing them to keep the Drug Free Workplace discount with a

zero tolerance policy. Mrs. Metzger is also participating in Safety Council and actively pursuing additional discounts for our BWC premium.

- C. Mrs. Metzger briefly reviewed the selection process for the vacant Fire Prevention Officer position. Mr. Kretzmann expressed concerns with the process. He questioned whether anyone internal was on the selection panel, and took issue with the fact that no internal employees made it to the top of the list. He inquired whether the internal candidates were given any additional preference. Chief Fulmer stated that per the previous Board meeting, if any internal candidates scored in the top three positions, then the internal candidates would be given preference in the hiring process. No internal candidates scored in the top rank.

Chief Fulmer stated that we need to implement a career development process that puts employees in positions so they get the training and experience to move up. This will need to be a collective effort. BC Brad Williams stated that there has never been a plan, but that employees have moved up through the ranks.

Mrs. Sagar concurred that we do need a plan, but we should go ahead with hiring because Kate Earley is very qualified for the Fire Prevention Officer position, and then make a succession plan for future hiring.

Mrs. Metzger reminded the Board that from a HR perspective, the same hiring process has been used for all open positions since her hire. A preliminary interview panel has been utilized to select the top three, then the top three are interviewed once again to determine the panel's final recommendation. Chief Fulmer reminded the Board that he did ask for Board representation on the interview panel for the Fire Prevention Officer position, and no one was able to attend.

Mrs. Sagar motioned to extend a conditional offer of employment to Kate Earley for the position of Fire Prevention Officer. Mrs. Temple seconded. Vote: Harrison – Mr. Kretzmann, **no**; Etna – Mr. Foor, **no**; Kirkersville – Mrs. Temple, **yes**; Pataskala – Mrs. Sagar, **yes**; Jersey – Mr. Myers, **abstain**. **Motion not carried.**

Mr. Myers asked for an Executive Session at the end of the meeting to discuss this further.

- D. Policy approval was tabled until the next regular Board meeting.
- E. Mrs. Sagar motioned to accept the resignation of PT/FF Medic John Daugherty. Mr. Foor seconded. Vote: Etna – Mr. Foor, **yes**; Kirkersville – Mrs. Temple, **yes**; Pataskala – Mrs. Sagar, **yes**; Jersey – Mr. Myers, **yes**; Harrison – Mr. Kretzmann, **yes**. **Motion carried.**
- F. Chief Fulmer recommended that we revoke P/T FF/Medic Errich Taylor's leave of absence. Mr. Kretzmann stated that we should honor his leave of absence for the duration. There was discussion from the Board that an employee can not bounce back and forth within a leave of absence during their employment with the District.

Mrs. Sagar motioned to revoke Errich Taylor's previously granted leave of absence. Mrs. Temple seconded. Vote: Kirkersville – Mrs. Temple, **yes**; Pataskala – Mrs. Sagar, **yes**; Jersey – Mr. Myers, **yes**; Harrison – Mr. Kretzmann, **no**; Etna – Mr. Foor, **yes**. **Motion carried.**

G. Mrs. Metzger met with FF/Medic Tom Barnhill and BC Brad Williams today to review the job descriptions for the bargaining unit members. The bargaining unit members will review the descriptions further and get back to the Job Description Committee.

IAFF LOCAL 3025:

FF/Medic Larry Moon reported that the 5K Walk/Run hosted by Local 3025 at Watkins High School was a success.

FF/Medic Moon expressed concerns over written statements in Mrs. Metzger's recent communications that stated the Bargaining Unit did not provide feedback to her. FF/Medic Moon stated that they have talked about the proposed District policies several times. Per FF/Medic Moon, if the Contract says, "per the law, it goes in there." Mr. Kretzmann stated that there is just a communication vacuum, but no answer is not an answer. Mrs. Metzger stated she has received no responses; she needs written feedback regarding the proposed policies and she has not received anything in writing. Today was the first written response since her communication in December. Her request stated "written feedback," and that's what she expects. FF/Medic Moon suggested getting memos of understanding regarding what is required of both sides.

COMMITTEE'S REPORTS:

- A. The Building Committee agreed to meet after tonight's regular Board meeting.
- B. The Labor Management Committee has met with the Bargaining Unit, and has another meeting scheduled for next Tuesday.

EXECUTIVE SESSIONS:

Mr. Foor motioned to go into executive session at 8:11 p.m. to consider the hiring or firing of a public employee. Mrs. Sagar seconded. Vote: Pataskala – Mrs. Sagar, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes. **Motion carried.**

Mr. Kretzmann motioned to come out of executive session at 8:50 p.m. Mrs. Sagar seconded. Vote: Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

Mr. Kretzmann motioned to extend a conditional offer of employment to Kate Earley as Fire Prevention Officer. Mrs. Temple seconded. Vote: Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Jersey – Mr. Myers, yes. **Motion carried.**

Mr. Myers stated that the Board would like to have a succession plan for future hiring. They would like to see a draft of that plan at the July meeting. The Board asked that the Union be open to helping us get a plan in place. The Board would like to see succession from within, and they hope the Union feels the same way. The Board would like to ensure that employees are given every opportunity to become the most qualified individuals for a job opening, not only for District employment, but also if they choose to go outside (the District).

Mr. Myers stated that it is the Board's directive that if someone contacts the District regarding a previous employee, either by telephone or in person, to limit released information to the following: name, dates of employment, job title, and a brief description of job duties. He stated that it should not be a policy to coach that person calling for a recommendation; that person should know we are a public entity and they have to request public records. Mr. Myers and Mr. Kretzmann both requested that we be as objective as possible. Mr. Foor stated that we should not offer opinions, but limit our response(s) to the facts.

There being no further business, Mr. Myers adjourned the meeting at 8:55 p.m.

Respectfully submitted,



Elisabeth M. Krugh
Fiscal Officer

APPROVED:


Board of Trustees
Title

Note: These minutes are unofficial, subject to amendment, until approved by the Fire Board Members.

Guests present: AC Ken Mathews, AC Harold Williams, BC Brad Williams, HR Technician Terra Metzger, Larry Moon, Tom Barnhill, Leanne Lesko, Tim Clark, Rich Pierce, Josh Flegle, Nick Watling, Fred Hughes, Andy Bingham, Dustin Herb